

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
FEBRUARY 24, 2015**

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the Operations Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman Owen H. Dugan and Commissioners David A.T. Donohue and Paul L. Criswell; Assistant Director David A. Cohen; Town Engineer David J. Hickey; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Sumner; Advisory Subcommittee member Frank Pinto, and Ellen Korpi, Chair of the Town of Wellesley Sustainable Energy Committee.

APPROVAL OF MINUTES

Upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the Open Session minutes of the meeting of January 13, 2015, as presented.

CITIZEN SPEAK

The Chairman presented those in attendance with the opportunity to speak on matters of interest with respect to the Department of Public Works.

Ms. Korpi, on behalf of the Sustainable Energy Committee and Raina McManus and Lise Olney of the Natural Resources Commission, conveyed they are most appreciative of the support and professionalism of the Public Works management team, in developing the program, Garbology 101. While disappointed that circumstances required the program to be rescheduled to April 16, there are already some positive developments as a result of the partnership. For example, the Health Department will consider gathering more data during its annual licensing of trash haulers, that will aid Department of Public Works management in analyzing trash collection trends. Ms. Korpi concluded by saying that they look forward to a continuation of this collaboration leading to initiatives that will support further success at the Town's Recycling & Disposal Facility and even more sustainable practices regarding trash management.

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ADMINISTRATION

Next BPW Meeting. Mr. Cohen reconfirmed the date of the next Board meeting would be on Monday, March 30, at 6:30 p.m. in the Wellesley Middle School, prior the first session of Annual Town Meeting.

Advisory Liaisons. In response to Chairman Dugan's invitation for Mr. Pinto to raise any matters for discussion related to the Advisory Committee, Mr. Pinto did inquire about the status of the winter budget. Mr. Cohen responded that he anticipates there may be a third request for authorization for additional funds. He indicated the weather over the next month would ultimately dictate the amount of the request.

Mr. Criswell conveyed that he received a telephone call from Mr. Dennis DiSchino who contacted him to convey what a wonderful snow removal job had been done in Wellesley Square, while noting it would also be appreciated by Mr. DiSchino if the area would be done a second time.

Annual Town Meeting. Chairman Dugan summarized the highlights of a recent meeting he had with the Moderator at which time Ms. Metzger referred to her recommendations as to the order and format for the presentations of various budgets. Mr. Dugan conveyed he would continue to keep the Board apprised of additional information as he receives it.

Passing of DPW employee. Mr. Cohen conveyed to the Board the news of the sudden and unexpected passing on February 14 of Greg Carr who had worked in the Park Division for the past seven years. As the Board acknowledged the sad news, Commissioner Donohue conveyed he was reminded of the importance of annual physical examinations for all employees in order to have any potential issues addressed in the early stages and possibly avoid a similar fate. He requested that this message be conveyed to all employees and that they be encouraged to undergo a physical exam each year.

Accident Summaries. Mr. Cohen referred to the summary of personal injury and vehicle incidents, to date; reference was also made to the Safety Spotlight for the month of February with a focus on "Hearing Protection." Mr. Cohen remarked on the number of incidents that have occurred since the Board last met and attributed nearly all of them as weather related episodes due to the snow and ice.

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FY 2015 Winter Maintenance Appropriation. Mr. Cohen referred to the two supplemental winter maintenance requests already submitted and approved. He reported there is a \$75,000 balance in that budget and noted the cost to cover a 24-hour event would be \$60,000-\$70,000.

There was discussion related to specific complaints as well as compliments received with respect to plowing operations – including a Facebook page created by a resident for the Town of Wellesley's DPW -- and how and when they could be addressed by the Board of Public Works. It was decided that at the end of the season, Chairman Dugan would submit a letter to the editor of The Wellesley Townsman on behalf of the Board of Public Works to thank those individuals who took the time convey their appreciation for the plowing efforts made by Department personnel in response to the this past winter's storms. Also covered was the sidewalk plow and blower being used to widen the road which throws snow onto properties as the machine proceeds down the road. A request was made that Management continue to evaluate if this is the best means by which to accomplish this task.

FY 2016 Tax Impact Operating Budget. The Assistant Director referred to Version 2.2 of the budget which he explained was revised based upon guidance from Financial Services. The net of the changes resulted in a decrease of \$25,048 from Version 2.1 that was approved by the Board in December.

Upon motion duly made by Mr. Donohue and seconded by Mr. Criswell, it was unanimously,

VOTED: To approve the FY 2016 Tax Impact Operating Budget, Version 2.2, excluding FY 2016 Merit Pay Plan increases, for a total funding request of \$6,830,386.

FY 2016 Tax Impact Capital Budget. The Assistant Director referred to Version 3.0 of the budget that had been revised at the request of Financial Services. He explained this revised version contains three changes including a shift from Cash Capital to Chapter 90 and two other changes to reflect when work on Chapter 90 projects will actually take place, including the Salt Shed, as well as the three phases of the Washington Street Reconstruction Project.

Upon motion duly made by Mr. Criswell and seconded by Mr. Donohue, it was unanimously,

VOTED: To approve the FY 2016 Tax Impact Capital Budget, Version 3.0, dated February 11, 2015, including cash capital of \$1,528,000 and Chapter 90 funding total of \$2,812,000, for a total funding request of \$4,340,000.

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WATER & SEWER DIVISION

Monthly Performance Report. Mr. Cohen referred to the reports prepared by Water & Sewer Superintendent Shaughnessy that highlight the Water & Sewer Division's activities during December 2014 and January 2015 including: water demand and water supply each month as well as the Daily Water Pumping Record, the iron and manganese Chemical Analyses, and graphs of water supply trending as well as graphs of the temperature and rainfall.

Water & Sewer Enterprise Funds Financial Statements. The Assistant Director referred to the financial statements for the months of December 2014 and January 2015. While Commissioner Donohue acknowledged the cash level is fine, he inquired about the status of capital programs. There was a brief discussion related to the status of the Water Program's capital expenditures. The Assistant Director noted that there is a plan in place to complete a number of capital projects over the next six months.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Paul L. Criswell
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
FEBRUARY 24, 2015
5:30 PM**

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of January 13, 2015. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

ADVISORY LIAISONS. Board, Assistant Director and Staff to discuss with Advisory Liaisons various budget-related items as well as other topics presented by the liaisons. **BOARD FEEDBACK REQUESTED.**

ACCIDENT SUMMARIES. Assistant Director to review summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the month of February with a focus on "Hearing Protection." **NO BOARD ACTION REQUIRED.**

STATEMENT OF FACT ACTIVITY REPORT. No activity updates to report at this time to the list of contracts of value up to \$34,999 awarded to date during the current fiscal year. **NO BOARD ACTION REQUIRED.**

FY 2015 WINTER MAINTENANCE APPROPRIATION. Assistant Director to refer to the need for two supplemental authorization requests to be submitted to the Board of Selectmen for approval. **NO BOARD ACTION REQUIRED.**

FY 2016 TAX IMPACT OPERATING BUDGET. Assistant Director to review with the Board Version 2.2 of the revised budget. **BOARD APPROVAL AND VOTE REQUIRED.**

FY 2016 TAX IMPACT CAPITAL BUDGET. Assistant Director to review Version 3.0 of the revised budget. **BOARD APPROVAL AND VOTE REQUIRED.**

5. WATER & SEWER DIVISION

MONTHLY PERFORMANCE REPORTS. Assistant Director to refer to the reports prepared by Water & Sewer Superintendent Shaughnessy for the months of December 2014 and January 2015. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Assistant Director to refer to the Financial Statements for the months of December 2014 and January 2015. **NO BOARD ACTION REQUIRED.**

7. FYI

- Fuller Brook Park Preservation Project 's PHASE 4: PROJECT CONSTRUCTINO /IMPLEMENTATION SUMMARY prepared by Project Manager Peter Jackson
- Wellesley 2015 Winter Moth Control Program Update
- MWRA correspondence re: Notice of Violation and Report on Sulfide Mitigation to the MWRA Sewerage System